



Job Announcement

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Opening Date:	June 6, 2013	Closing Date:	June 20, 2013
Job Title:	Staff Attorney	Position Type:	Temporary Full Time
PIN:	831111	FLSA Status:	Exempt
Location:	Court of Appeals - Foster Care Court Improvement Project Annapolis, Maryland	Salary:	\$27.91 per hour (No State Benefits)

Financial Disclosure: Yes

Essential Functions: The Staff Attorney works with the Court of Appeals - Foster Care Court Improvement Project (FCCIP) to implement and further the goal to improve the processing of Children in Need of Assistance (CINA) and related Guardianship and Adoption cases. Assists in facilitating the implementation of child welfare best practices as they relate to CINA and related Guardianship and Adoption cases throughout the State. Drafts and reviews legislation pertaining to state and federal statutes. Prepares proposed child welfare focused model court orders, documents and reports for state wide use. Addresses child welfare legal inquiries from court personnel, stakeholders and the general public. Provides a substantial amount of legal research, writing and analysis. Develops relationships, partners and collaborates with other judiciary offices, state agencies and related organizations. Staffs and coordinates a FCCIP Subcommittee, which meets evenings on a monthly basis. Assists in the coordination the Biennial ADR Conference and the Annual Child Abuse and Neglect and Dependency Court Options Conference. Performs other duties as assigned by Department Management.

Education: Juris Doctorate from a college or university accredited by the American Bar Association.

Experience: Minimum of three years of work experience in the area of Child Welfare and/or court system.

Note: Must be a member of the Maryland Bar in good standing.

Skills/Abilities: Knowledge of Maryland and Federal legal resources (Statutes, Rules and case law) and related child welfare policy. Ability to use legal research tools (Lexis/Westlaw) to conduct in depth research on child welfare legal issues. Ability to exercise discretion and independent judgment. Ability to conduct research and write clear, concise summaries of professional, technical and legal material. Ability to communicate effectively, in writing and verbally. Ability to establish and maintain relationships with judicial staff and other agencies and organizations. Ability to prioritize and handle multiple tasks simultaneously. Ability to work in a fast paced and adapt to changes in work priorities and environment. Ability to develop presentation and deliver to small and large groups. Ability to produce documents and reports using word processing software. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Avenue, Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.